

What Is a Conditional Approval?

Once the project has been reviewed by the approval authority and found to be acceptable if certain requirements are met, conditional approval is granted. Conditions of approval are the requirements which must be met or completed before the project can be finalized. These requirements might include road improvements, fire protection measures, landscaping/screening, development fees, and permits from various County and State agencies. After all the conditions have been met, the project is released for use/occupancy and a Conditional Use Permit will be issued.

How Long Does the Process Take?

Most CUP applications take from 3 - 6 months to issue conditions of approval after accepted and may take longer if additional studies are required. Processing time depends upon the size and nature of a project.

Who Approves the CUP?

A hearing before the Planning Commission is required. Planning Commission decisions are appealable to the Board of Supervisors.

What Can I Do to Simplify the Review Process?

You can simplify the CUP application review process by carefully reading and completing the application package, discussing the project with County staff as questions arise, and responding promptly to all information requests.

When Will I Get the Conditional Use Permit?

Final Approval, or issuance of the Conditional Use Permit, is granted once all Conditions of Approval have been completed and signed off and all required fees have been paid.

Can the Project Be Denied?

The Conditional Use Permit process is a discretionary review process. Therefore, the project may be denied if the required findings for approval of a CUP cannot be made. These findings are established by ordinance and stated in the County Development Code.

Who Can I Go to For Help?

For general information and assistance, contact the planner at the Public Information Counter located on the first floor of the County Government Center in San Bernardino or at the Planning Division Office in Victorville.

For an appointment to file the application, contact the Planning Division Land Use Technician at the County Government Center at (909) 387-4131 or Victorville at (760) 843-4340.

For project-specific questions after the application has been accepted, contact the planner assigned to the project.

For more detailed information, please reference zoning handouts, the application, Administration Design Guidelines or access the website, www.co.san-bernardino.ca.us/landuseservices.

What Are the Costs of the CUP Application?

CUPs are "actual cost" projects. This means you will be charged for time spent by County staff to process the application, at the hourly charge rates specified in the current fee ordinance. An initial deposit is required at the time of filing, based on the average cost of similar applications. If the project requires additional time to process, additional deposit(s) will be required. Applicants should check with other County departments for other fees which may be required. Possible additional fees are described in the CUP application.

Conditional Use Permit Application Process

County Government Center
385 North Arrowhead Avenue
San Bernardino, CA 92415

Area Code (909)

Planning Division.....	387-4131
Public Service Counter Information.....	387-8311
Building & Safety Division.....	387-4244
Environmental Health Services	
Land Use Division.....	387-4666
Fire Department.....	386-8400
Public Works Dept.....	387-2623
Land Development/Engineering	
Roads Section.....	387-8218
Drainage Section.....	387-2627
Surveyor Division	
Final Map Section.....	387-8148

North Desert Office
15456 W. Sage Street
Victorville, CA 92392

Area Code (760)

Building & Safety Division.....	843-4360
Land/Development Engineering.....	843-4366
Planning Division.....	843-4340

What is a Conditional Use Permit (CUP)?

The CUP is the application process the County uses to review the proposed location and operation of certain types of land uses. Commercial, industrial, institutional, agricultural and multi-residential developments are evaluated for consistency with the County General Plan, compatibility with surrounding land uses, availability of public services, and potential environmental impacts. A CUP process is required for the more complex or controversial projects.

What is Involved in the CUP Process?

CUP applications are filed with the Planning Division. An appointment is recommended. After the application is determined to be complete, the project is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is distributed to various County departments and other agencies for review and comment. Surrounding property owners are also notified of the project. Some CUP applications are reviewed by the Development Review Committee (DRC). A CUP is presented for review and final action by the Planning Commission (PC).

What Is The DRC?

The DRC is a committee of County staff responsible for reviewing the technical design features of projects. Applicants and their representatives attend a meeting of the DRC to discuss the project design, and the DRC recommends conditions of approval to Planning Staff or the Planning Commission.

What Is The Planning Commission (PC)?

The PC is a body of Board appointed persons, one from each supervisorial district, responsible for considering some Planning projects. Planning staff will present the project to PC and recommend approval or denial. Applicants and their representatives attend the meeting of the PC to answer concerns. Public comment is also allowed. PC then recommends approval or denial and their decision can be appealed to the Board of Supervisors.

Conditional Use Permit

